



## **INVITATION TO BID**

September 28, 2020

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid to Cleaning Services Leased Office Space 2021 through 2022.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) Pre proposal site visits can be arranged by contacting Heidi Bosma at 231-242-1574 or by email [hbosma@ltbbodawa-nsn.gov](mailto:hbosma@ltbbodawa-nsn.gov) or Caroline Moellering at by email at [cmoellering@ltbbodawa-nsn.gov](mailto:cmoellering@ltbbodawa-nsn.gov)

Thank you for your interest.

Sincerely,

Mandy Szocinski  
Accounting

## I. BIDS DUE

- A. All bids must be received by Mandy Szocinski in the Accounting Department by **October 30, 2020** no later than 4:00pm prevailing local time. Submittals received after deadline will not be considered.
- B. Bids will be accepted in the following four methods:
  - 1. By Fax: 231-242-1449
  - 2. By E-Mail: mszocinski@ltbbodawa-nsn.gov
  - 3. U.S. Mail to: Little Traverse Bay Bands of Odawa Indians  
Attn: Mandy Szocinski  
7500 Odawa Circle  
Harbor Springs, MI 49740
- C. Any questions regarding the bid process may be directed to Mandy Szocinski, at 231-242-1439.

## II. SCOPE

LTBB has leased office space at 1483 US 31 North, Unit D, Petoskey, Michigan 49770 and are in need of a cleaning person to provide tasks listed below approximately 1-3 hours per week. This is a two-year projected award, however, subsequent years after year one, are upon approval of available funding that is awarded for each individual year. LTBB desires a two (2) year commitment from a contractor, with understanding that each year is contingent upon yearly awarded funding.

- A. Contact LTBB Environmental Services for site visit.
- B. Services to be provided outside normal working hours either nights or weekends.
- C. Contractor to supply all product and equipment needed to complete all of the duties listed in item "D" of this section of Invitation to Bid.
- D. Cleaning services to include the following:
  - Vacuum entire office (move and vacuum under chairs)
  - Empty trash, replace bags (LTBB will supply), and take trash to dumpster
  - Clean and sanitize conference table and countertops
  - Clean and sanitize bathroom and clean mirrors
  - Clean and sanitize kitchen and table, wipe down refrigerator
  - Sanitize door knobs, light switches, and exterior cabinet doors
  - Sweep and mop bathroom and entry way floors
  - Wash windows and sanitize trash cans monthly
- E. Cleaning of desks or personal spaces not required.
- F. Cleanings of **one – three (1-3)** hours once per week on evenings or weekends.
- G. Scheduling to be arranged with LTBB Environmental Services Staff.

## III. QUALIFICATIONS OF CONTRACTOR

- A. Must not appear as listed as parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.
- B. The Parties understand that LTBB has enacted a statute, WOS 2012-008, the Sex Offender Registration and Notification Statute, to fulfill the obligations of sex offender registration and notification. All contractors, including their employees including all subcontractors and their employees that are sex offenders that are mandated to register are required to update their registry with the LTBB Law Enforcement when working on sites under the jurisdiction of LTBB.
- C. Must have valid driver's license and reliable transportation.
- D. Must have own cleaning equipment and supplies.

## IV. PREFERENCES FOR CONTRACTOR

- A. Native American Preference shall apply.
  - 1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
  - 2. Citizens of Other Federally Recognized Tribes, as certified by the Bureau of Indian Affairs
- B. Special consideration shall also be given to firms proven to be minority owned and/or classified as small business, see item 4 of "Bid Package" submittal for documentation needed.

## **V. INSURANCE REQUIREMENTS**

The Contractor must meet and agree to maintain during the term of the Contract, the following insurance coverage as required by law. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan.

- A. The Contractor shall carry Worker's Compensation and Employer's Liability Insurance Coverage.
- B. The Contractor shall be responsible for insuring all its vehicles, equipment, tools and all materials which it may use at the work site during contract period. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, tools and materials.
- C. The Contractor shall procure and maintain during the term of the contract Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence combined single limit, for Personal injury, Bodily injury and Property Damage. Coverage shall include the following extensions: 1.) Contractual Liability; 2.) Products and Completed Operations Coverage; 3.) Independent Contractors Coverage; and 4.) Broad Form General Liability Extensions or equivalent.
- D. The Contractor shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- E. If any of the above coverage expires during the term of the contract, the Contractor's insurer shall deliver renewal certification and/or policies to: Little Traverse Bay Bands of Odawa Indians, Accounting Contracts Personnel, and 7500 Odawa Circle, Harbor Springs, Michigan 49740.

## **VI. FUNDING REQUIREMENTS**

This project is funded 75% funded through the Environmental Services Protection Agency and 25% funded through the Bureau of Indian Affairs, Contractors submitting bids and awarded this project MUST comply with the any Special Terms and Conditions these funding agencies may require which will be listed in scope above.

## **VII. CONTRACT AWARD**

The LTBB Natural Resources Director, the LTBB Environmental Services Program Manager and the LTBB Contracts Personnel will evaluate the bids and make a decision to award the contract the most responsive bidder having proven experience in cleaning services as described above. Native American Preference shall apply.

LTBB may make a determination that the rejection of all bids is in the best interest of LTBB. LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the bidder.

## **BID PACKAGE**

Contractors must submit a response in the form of a bid that includes a brief letter, addressed to Mandy Szocinski, with the name, address, telephone number, and email of the contact person who is authorized to commit to the proposal and contract. The bid must include and/or address all of the following:

- A. BID
  1. Introduction
    - a. Company Profile including certifications, licenses and qualifications.
    - b. Key staff who will perform the tasks for this project (Onsite Personnel)
    - c. List of References
  2. Work Plan – describe in detail the tasks onsite personnel will provide. Clearly indicate which tasks will be completed by subcontractors (if applicable).
  3. Flat (all inclusive) hourly rate to provide services for the Contract term as noted in Section II of this invitation.
    - a. Rate should include supplies and travel
  4. Documentation Required for Preferences Listed in Section IV—All things being equal, the following types of firms would receive special consideration, in the award of this contract:
    - Indian Owned— Indian owned is defined as, at least 51% Indian owned & controlled by person(s) of certified (federally recognized) Native American heritage; SBA or Tribal certification required.
    - Minority Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; SBA 8-a certification required.
    - Small Business— Small business for this purpose is firm doing less than \$2 million annually as verified by gross receipts, SBA certification required.
  5. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.

### **Bid Evaluation for House Keeping**

(Total Possible Points = 100)

Bids shall be evaluated on the point scale listed below. Point values to be awarded on a sliding scale based upon proposal information provided and total point values in each category are not guaranteed.

Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	2
Native American Owned	8
Qualifications and availability of Staff	15
Positive Past Experience with Elders	15
Ability to Provide Services	10
Positive Past Experience with LTBB	25
Cost	25
<b>Total Score</b>	<b>100</b>